**ALT-Chat Quick Start Guide**

**To open a Vocabulary File:**

1. Choose File> Vocab File> Load Vocab File
2. Highlight the file you would like to use and click **Choose**

**To make a copy of a Vocabulary File for editing:**

1. Open the Original version of the Vocab File you would like to copy
2. Choose File> Vocab File> Save Vocab File As
3. Name your Vocab File
4. Choose Save

\*\*NOTE: You will only need to copy a file one time in the beginning. Skip this step if you already have a copy to edit.

**To enter Edit Mode:**

1. Tap **Edit** Menu
2. Tap **Edit** Mode (checkmark displayed)

\*\*NOTE: If the battery charge is low, the Alt-Chat will not allow you to go into **Edit** Mode. Plug device in and let it charge first.

\*\*\*NOTE: You cannot enter edit mode when you are in an original vocab file. Follow the directions above to make a copy of a vocab file.

**To exit Edit Mode:**

1. Tap **Edit** Menu
2. Tap **Edit** Mode (No checkmark)

**To program a speaking message on an existing button (in Edit Mode):**

1. Press and hold on the button you want to edit
2. Tap **Edit button**
3. Use the keyboard input panel to type a label
4. The label will automatically go into the **Message**. Add more text if you need the button to say more than the label.
5. Under **Image,** tap **Search** to begin searching for a symbol that matches the label
6. To view the matched symbols tap each one to see a preview
7. If you don’t see a symbol you like, then type a new word in the top box (ex. there will not be a match for Susan, but search for a “girl” symbol).
8. Highlight the symbol you want to use by tapping it
9. Choose **Select**
10. On the **Style** tab, select any preferences for font, font size, font color if needed
11. Select **OK** in top right corner

**To create a new page (in Edit Mode):**

1. Press and hold any cell
2. Tap **Page**
3. Tap **Create New Page from Template**
4. Your device will have template pages that have been pre-loaded. You should see options of **MultiChat 15 Template** or **PalmChat Template**. Tap the one that matches the page set your student is using to highlight it
5. Select **Choose**
6. Type a name for your new page (use a descriptive name like snacks, circle time, etc.)
7. Select **Save**
8. Your new page should appear with page links and some function keys already on it.
9. Program the buttons with the messages you need by following the steps in **Programming a speaking message on an existing button**
10. Use the navigation buttons on the new page to navigate to the home page and then to the page and button that you want to take you to the new page
11. Press and hold the button that you want to take you to the new page
12. Tap **Edit button**
13. Type a label and select an image to represent the new page
14. Highlight the **Message** and select **Backspace (BS)** on the keyboard **Input Panel to clear the message**
15. Select the **Actions** tab at the top
16. If **Speech Message** is in the box, tap it to highlight it and select **Remove**
17. Drop down the **Button Action menu** and select **Navigate** and then select **Add**
18. A list of pages will appear. Find the new page you just created and tap it to highlight it
19. Select **Choose**
20. Select **OK** in the top right corner

**Adding Photos Directly to the ALT-Chat from a USB Drive**

The ability to import pictures directly to the device is most helpful with the Alt-Chat because it eliminates the need for a computer connection.  To do this, you must have the update 2.7 on the ALT-Chat. To check your version, go to help>about on the bottom of the ALT-Chat toolbar. Then you will see the version number. If you do not have version 2.7, go to [www.saltillo.com](http://www.saltillo.com) for updates.

* Make sure your ALT-Chat is version 2.7
* Add photos to your USB thumbdrive and do not put them in a folder
* Photos must be .png or .bmp format for the ALT-Chat to read them (You can use a photo converter on your computer if any other format)
* Plug USB thumbdrive into the ALT
* On the ALT-Chat, go to Edit> Edit Mode
* Choose the button you want to add your custom photo to by pressing and holding until the menu appears
* Choose Edit Button
* Choose Import under the images section
* Find the photo you want to import on the USB and choose Open
* Press ok to save your button

If you do not see the photos on the USB, it is possible it is not the correct format or the photos are in a folder.

\*\*NOTE: If the keyboard **Input Panel** is in the way of what you are trying to program, you can drag it and move it with the stylus. Tap and hold the top bar of the input panel and drag it to move it.

**Transferring a Vocabulary File TO the PC:**

Desktop Chat software must be installed on your PC prior to starting this process

1. Connect the USB thumb drive to the right side of the device
2. On the Alt-Chat tap **File**, then **Export**
3. Choose the Vocabulary File you want to export to the computer
4. Tap **Export** \*\*NOTE: This process will take some time. When finished, unplug the thumb drive from the device
5. Choose the Desktop Chat shortcut on your desktop to open the program on the PC
6. Plug the USB thumb drive into the computer
7. Within 90 seconds the Desktop Chat will start receiving the file
8. When finished, choose **File>Vocab File>Load Vocab File** and find your student’s file to highlight it, select **Choose**

\*\*NOTE: It is best not to use other computer applications while a transfer is taking place.

**Transferring a Vocabulary File FROM the PC:**

1. Connect the USB thumb drive to your computer
2. Choose the Desktop Chat shortcut on your desktop to open the program on the PC
3. Tap **File**, then **Export**
4. Use the drop down menu to select **USB drive: Crucial**, then **OK**
5. Use the drop down menu to select your student’s vocabulary file
6. Select **Export**
7. When finished remove the USB drive from the computer and plug it into the device
8. Within 90 seconds the Alt-Chat will start receiving the file
9. When finished, choose **File> Vocab File> Load Vocab File** and then select your student’s vocab file, then **Choose**

**Back Up a Vocabulary File:**

Alt-Chat provides a way to make a backup of the library on the device itself

1. Choose **Library** from the **File** menu
2. Choose **Backup Library**

**Change the Speaking voice:**

1. From the **Edit** menu choose **General Settings**
2. Choose the **Voice** tab
3. Choose the voice you want
4. Choose **OK** in top right corner

**To Hide the Menus on the device:**

1. Tap the **Tools** button on the top/face of the device
2. Tap the **Tools** button again to bring the menus back for editing

\*\*NOTE: To password protect the hidden menu, click on Edit> Advanced Settings> Fullscreen Mode> Check Password Protect and add the password **ocps** (Default is **BOSCO** if custom is forgotten)

**Charging the ALT:**

1. Plug in the charger until the lightning bolt flashes on the top left corner
2. Flashing will slow when battery is trickle charging
3. Device will not enter edit mode when battery is below 35%
4. Charge every night when not in use

**To change the way a word is pronounced:**

1. Choose **Edit> Pronunciations**
2. Choose **New**
3. In the **Pronounce** box, type the word that is currently mispronounced
4. In the **Pronounce As** box, type the word phonetically and choose **pronounce it** to test the new pronunciation
5. When you are happy with the change, choose **OK and Save**

\*\*NOTE: You must change the pronunciation on the device directly and not on DesktopChat SE as they use different voice synthesizers

**Important settings:**

1. If device stops speaking, make sure speech is turned on under Edit> **Speech Off** (leave unchecked)
2. If words start to run together in the speech display bar, choose Edit> **Add Space** (leave checked)

**To Reset the ALT:**

1. On back of device under left speaker, there is a pin hole
2. Use the end of a paperclip or small object and press for one second to reset the device
3. If this does not fix the issue, call Tech Support

**Cleaning the Screen:**

1. You may use a damp cloth with mild dish soap or electronic wipes to clean the screen
2. Do not use antibacterial wipes as they will leave a filmy residue
3. To remove crumbs and dust around the screen, use the corner of a piece of paper around the edges

**Create Manual Boards from Alt Chat pages**

The MultiChat pageset has been provided in a PDF/Publisher file format that can be printed and laminated to use as part of the students communication system. There are even some Story Grammar Marker pages created by the AT Team. These files are available at:

[fdlrsregion3dynamicdisplaypages.wikispaces.com](file:///C:\Documents%20and%20Settings\6235\My%20Documents\OCPS\Device%20Info\Device%20Quickstarts\Alt%20Chat\fdlrsregion3dynamicdisplaypages.wikispaces.com)